

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I.     Position Title: Fleet Administrative Assistant
- |                       |               |
|-----------------------|---------------|
| <u>Revision Date:</u> | 02/2018       |
| <u>EEO Category:</u>  | Skilled Craft |
| <u>Status:</u>        | Non-Exempt    |
| <u>Control No:</u>    | 30529         |

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Fleet Manager, assists in the administration and coordination of the city's fleet. Maintains accurate records of vehicles. Schedules preventive maintenance, ensuring a necessary number of fleet vehicles remain available. Responsible for license plate renewal and ensuring the city complies with all local and government rules and regulations.

III.    Essential Duties:

- Responsible for notification of user departments of completed repairs.
- Responsible for notification of user departments of upcoming preventive maintenance needs.
- Coordinates the flow of repairs contracted to outside vendors, including bids and contracts.
- Coordinates the repair and replacement of shop equipment.
- Responsible for ensuring timely availability of parts.
- Responsible for accurate data entry in fleet management software.
- Responsible for running reports requested for departments.
- Responsible for managing and scheduling all safety recalls.
- Maintains current records on all vehicles.
- Responsible for gas card system and reporting.
- Assists Fleet Manager in set up of new vehicles and equipment.

IV.    Marginal Duties:

- May assist with ordering, receiving, verifying and recording of parts and supplies.
- Coordinates building maintenance and repair as needed.
- Other duties as assigned.

V.     Qualifications:

**Education:** Requires a High School diploma or equivalent. Formal education in the area of automotive repair may be substituted for experience.

**Experience:** Requires three years of work experience providing the repair and maintenance of all types of vehicles and equipment.

**Certificates/Licenses:** Valid Utah Class D driver's license.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Extensive knowledge of the methods and procedures used in the repair and maintenance of all types and sizes of vehicles and construction equipment, engines, and components. Specialized knowledge of hydraulics, electronic control systems, and automotive diagnostic equipment.

**Responsibility for:** Great responsibility for the accurate collection and input of data related to the care and maintenance of vehicles, equipment, tools, and shop equipment; great responsibility for making decisions, which affect the Fleet operation. Coordinates closely with all Fleet personnel regarding day-to-day operations.

**Communication Skills:** Communicate effectively both orally and in writing; give written and verbal instructions. Contact with other departments and outside vendors furnishing and obtaining information; contacts requiring tact and judgement to avoid friction.

**Tool, Machine, Equipment Operation:** Regular use of office equipment including a computer, printer, fax/copy machine, telephone and fuel card.

**Analytical Ability:** Able to give clear, concise instructions, and organize tasks and assignments.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time. Required to move up to 50 lbs; frequent stooping, crouching and bending. Frequent communication with others.

*Work Environment:* Employee will work in a generally comfortable office setting. Great mental effort is required daily; constant exposure to deadlines; pressure and fatigue during an average workday. Job entails exposure to cold, heat, dust fumes, and noise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

